

STOREKEEPER-EXPEDITER

DEFINITION

Under general supervision to maintain and operate a central stores warehouse in an operating division; to perform duties ranging from clerical and quasi-purchasing through heavy physical tasks relates to ordering, receiving, storing and issuing a variety of materials, tools, supplies, and equipment; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by a division or section head. Responsibilities include directing work activities of employees assigned to provide assistance.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Prepares requisitions by writing specifications for materials and services; contacts vendors to determine product availability and obtain price quotations.
2. Places orders with vendors under City annual open purchase orders.
3. Researches parts and supply catalogues and contacts vendors to obtain information on materials and services.
4. Expedites shipment of emergency parts orders by locating the best source of supply and fastest mode of transportation.
5. Receives shipments, checking for condition, shortage or quality discrepancies and performs necessary follow-up with vendors.
6. Maintains and coordinates reasonable stock levels for routinely used items and supplies taking into consideration jobs in progress and anticipated special projects; recommends on stocking levels.
7. Maintains computerized inventory control system, including the listing of all parts, materials and supplies by account numbers.
8. Costs out labor and materials for division jobs and objects.
9. Recommends on and establishes open purchase orders with vendors.

10. Reviews monthly expenditure ledgers for proper charges and produces summary statements of usage and costs for various parts, materials, and service contracts.
11. Operates forklift in receiving and storing stock.
12. On a project or need basis, directs work activities of assigned employees, including dispatching them in the field via radio to pick up urgently needed parts and materials.
13. Pick up orders from vendors and delivers to job sites.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of storekeeping and warehousing methods and practices including inventory control.
- B. Knowledge of general purchasing procedures.
- C. Knowledge of supplies, parts, materials and equipment commonly used by the division.
- D. Knowledge of time and material costing methods.
- E. Ability to maintain records of storekeeping operations, requisitions and purchase orders.
- F. Ability to add, subtract, multiply and divide whole numbers and fractions.
- G. Ability to maintain perpetual inventory records to insure adequate stock levels.
- H. Ability to plan and use storage area efficiently in accordance with an established system.
- I. Ability to operate a fork lift.
- J. Ability to safely lift and move heavy items.
- K. Ability to work independently.
- L. Ability to work cooperatively and effectively with others.

M. Ability to learn to operate a computer terminal using City programs.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience in storekeeping and inventory work in a warehouse or stores operations, preferably on involving the requisition, receipt, and distribution of parts and supplies used in public works maintenance and repair work.

Education:

Equivalent to completion of the twelfth grade.

LICENSE OR CERTIFICATE

Possession of a valid Class III California Drivers License at time of appointment.

April 1981

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